

**JOINT WORK SESSION – BOARD OF SELECTMEN & PLANNING BOARD
AND SPECIAL MEETING
JANUARY 14, 2013**

I. Call to Order/Roll Call

Chairman Paul Salafia reconvened the meeting of the Board of Selectmen to order at 7:08 P.M. in the Selectmen's Conference Room at the Town Offices. Present were: Roll Call: Chairman Salafia-Y and Selectmen Alex Vispoli-Y, Brian Major-Y, Mary Lyman-Y, and Dan Kowalski-Y. Also present: Town Manager Buzz Stapczynski and members of the Planning Board. The meeting was duly posted and cable-cast live.

II. Executive Session

Chairman Salafia called the Executive Session to order at 6:07 P.M. in the Selectmen's Conference Room in the Town Offices. On a motion duly made and seconded, the Board voted 3-0 to move into Executive Session to discuss collective bargaining strategy and to return to Open Session. At 7:05 P.M. Selectman Kowalski motioned to adjourn from Executive Session and move to Open Session, not to return to Executive Session. The motion was seconded by Selectman Lyman. Roll call: Chairman Salafia-Y and Selectmen Dan Kowalski, Mary Lyman-Y and Alex Vispoli-Y.

III. Opening Ceremonies

Chairman Salafia asked for a Moment of Silence followed by the Pledge of Allegiance.

IV. Communications/Announcements/Liaisons

Selectman Vispoli reported on a meeting with Andover's legislators regarding an increase in State Aid. The Chairs of the three Boards will send a letter to advocate for Andover's target share of Local Aid. On Thursday, January 17th, National Grid will inspect areas in Town for falling tree limbs near power lines that should be removed.

Selectman Lyman requested an update be provided on the status of the facilities use agreement at the next meeting.

V. Work Session with Planning Board

The Board of Selectmen and members of the Planning Board continued their discussion on the Town Yard and zoning warrant articles for the Annual Town Meeting. Ken Buckland of the Cecil Group distributed a draft of a warrant article for zoning of the area and spoke about the three elements for the articles which include a map of the area to be re-zoned, regulations, and design by-laws. Regulations include the basic format, certain purposes,

Planning Board special granting authority, mix uses allowed (multi-family, municipal facility, and parking), non-residential uses, building/height regulations, performance and design standards.

The Transportation Plan will be addressed in the plan along with required public roads. The Planning Board strongly encourages structured parking.

Design Standards include a deep level of design criteria on buildings and design; i.e. facades, store fronts, exterior building materials, doors, windows, awnings, and canopies and referencing current by-laws for this district. Historic structure standards, energy efficiency as well as site elements for lighting, grading, and landscaping will be included. Road construction, pedestrian/bicycle access, paving, drainage, infrastructure, building signs and connections to the railroad station and downtown will be reviewed as well.

Public meetings will be scheduled for February 7th and February 21st at the Memorial Hall Library at 7:00 P.M. for public input and as an agenda item for the Board of Selectmen's meeting on February 25th. Notices will be sent to abutters by the Planning Board.

VI. Regular Business of the Board

A. Short-term Borrowing

Town Collector/Treasurer David Reilly submitted a request to approve a Short-term Borrowing agreement with the Massachusetts Water Pollution Abatement Trust Fund to obtain a \$500,000 loan for one year at a rate of .13%.

Selectman Major motioned to accept the agreement with Massachusetts Water Pollution Abatement Trust Fund to obtain a \$500,000 loan for one (1) year at an interest rate of .13%. The motion was seconded by Selectman Lyman and unanimously voted to approve.

B. Special Town Meeting Warrant

The Town Manager reported that several meetings have been held to discuss concerns expressed by the Senior Center and School Department regarding the construction of the parking area for the Youth Center building and changes to current parking areas. Therefore, it has been proposed to withdraw the Youth Center articles – 1) reduce the size of the Youth Center and 2) for the transfer of land – from the Special Town Meeting Warrant to allow more time to discuss concerns and to only insert the warrant article requesting additional funds for the Bancroft School Building Project.

Selectman Major motioned that article #1 for the Bancroft School Building Project be inserted in the Special Town Meeting Warrant. The motion was seconded by Selectman Vispoli and unanimously voted to insert.

Selectman Major motioned to approve the warrant article for the Bancroft School Building as constituted. The motion was seconded by Selectman Vispoli and unanimously voted to approve.

C. Fire Hydrant Maintenance and Advance Life Support

Selectman Kowalski distributed information for consideration of three warrant articles for the Annual Town Meeting: the creation of a Fire Hydrant Maintenance Program, a Water Infrastructure Program and moving to Advanced Life Support (ALS) ambulance service.

The Fire Hydrant Maintenance Program would allow the Department of Public Works to be more pro-active in replacing, clearing out, and providing regular maintenance to the 2,500 plus hydrants located in Town. Regular maintenance would include pressure testing, painting, and lubrication. Interim DPW Director Chris Cronin said all hydrants have GIS numbers assigned to them and they have been accessing the hydrants to identify individual needs. Currently, they estimate at least 10-15% of the hydrants in Town need to be replaced at a cost of \$2,500 each.

Selectman Kowalski also shared information on a proposal for a warrant article to design and execute a Water Infrastructure Flushing Program. Andover has never had a comprehensive water infrastructure flushing program which is important to maintain the quality of the Town Water. The one-time design would be conducted by an outside service with the actual flushing conducted in-house on an annual basis. The warrant article would address completing the design of the West Flushing Program (which has already started using Operating Budget Funds), designing a flushing program for the other two loops, funding for resources to execute the year 1 flushing on the West High Loop and reflect future expenses to flush the other two loops.

Selectman Kowalski also presented information for a warrant article to expand the Fire Department's EMS services to ALS Services (Advanced Life Support). He met with Chief Mansfield who has conducted an extensive investigation into offering ALS Services and the Chief indicated there would be a one-time implementation cost of approximately \$100,000 for training and education. He said ALS would be at least a break-even operation while providing a higher-level of service to Andover residents. Chief Mansfield has a written proposal prepared to send to OEMS but the Board needs to provide policy direction prior to moving forward with further details of the program design. Selectman Kowalski said moving from EMS to ALS services has been discussed for the past four years and feels the Board should discuss this change in service and provide direction to Chief Mansfield.

The Board talked about the warrant article proposals presented and funding requirements to implement them. They requested Chief Mansfield submit a Business Plan and they will conduct a conversation with both the Chief and Lawrence General Hospital on moving to ALS service.

VI. Adjournment

At 9:36 P.M., on a motion by Selectman Lyman and a second by Selectman Major, the Board unanimously voted to adjourn the meeting of January 14, 2013.

Respectfully submitted,

Dee DeLorenzo, Recorder

Documents: Draft to amend Zoning By-law for Town Yard area
Andover Transit Oriented Development District Design Standards
Andover Youth Center appropriation letter from the Town Clerk dated March 8, 2012
Letter from Attorney Urbelis dated January 8, 2013 to the Superintendent of Schools regarding land transfer for Youth Center
AYS Donation Summary
Letter from Attorney Urbelis to the Board of Selectmen dated January 8, 2013 regarding AYS Agreement
Memo from Town Treasurer on Short-term Borrowing Request dated January 9, 2013
Letter from the DOR to Finance Director dated January 11, 2013 regarding DE-2 application for amount of borrowing covered by Debt Exclusion for the Bancroft School Project
Copy of proposed warrant articles for Special Town Meeting
Write-up from Selectman Kowalski on proposed Warrant Articles for Annual Town Meeting.